

# Civility in the workplace

🕒 Duration : 15min

FRENCH

ENGLISH

SPANISH

Incivility in the workplace is frequently described as behavior that, while not significant or serious, violates the rules of respect for the workplace.

This training will guide you to assimilate the basic set of rules that will allow you to recognize breaches of civility in the workplace, to identify the steps to resolve incivility as well as to identify the right behaviors and attitude to adopt at work.



## 🎯 Target audience

It is intended for all workers who wish to acquire knowledge in order to understand the basics of the concept of civility at work.

## ☰ Teaching and evaluation methods

The learning method for this online training is based on interactivity, dynamism and self-learning. The training will be done at the pace of the learner and according to his/her availability. Your understanding and skills will be evaluated at the end of each module.

You'll need to correctly answer all the questions in the current module, which will be presented in "true or false" or "multiple choice" questions to continue your progress. If you fail, you'll have to repeat the module.

## 🔑 Legal notice

There are no legal notice associated with this training. No other training or experience is required.

## ⚖️ Intellectual integrity

Given the seriousness of the approach and the importance of the knowledge acquired through this training, the team of OHStraining invites you to respect the integrity of the training and its questionnaires.

We suggests you answer to the best of your knowledge, that is, without help and without plagiarism.

# Targeted learning

Civility in the workplace

<b>Module 1</b>	<b>Introduction</b>	
<b>Module 2</b>	<b>Incivility</b>	
	<ul style="list-style-type: none"><li>- Incivility</li><li>- Responsibility</li><li>- Resolution</li></ul>	
<b>Module 3</b>	<b>Conclusion</b>	